

## NIGERIA WEEKLY SECURITY MEASURES

17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14

Page  
1/8

### GENERAL

- ✓ **Print this document – keep it in your car, distribute to your spouse and missioners attached to you.**
- ✓ **Security induction is compulsory for any new incomers, missioners and visitors.**
- ✓ **Staff, departments / entities must contact Security for induction to their missioners and visitors.**
- ✓ **Missioners / visitors are reminded to adhere to Security instructions in force for the area they intend to visit or travel to on Mission.**
- ✓ **Emergency numbers must be saved in your GSM and security Card must kept with you.**
- ✓ **Ask for security booklet if you haven't received it yet.**

#### 1. New information for the week

- **You are recommended to avoid any kind of rally or manifestation.**

#### 2. Applicable security rules/measures

- Please acquaint yourself with the current security rules in force for the location you are in or intend to visit.
- Adherence to management approved security rules is mandatory. Derogations must be approved for any changes.
- All residents in company accommodation belong to an Ilot. Contact HR Rep to be introduced to your Chef d'Ilot.
- All must have a means of communication (GSM phones or TETRA radio). *Inform Security or your Chef d'Ilot if you do not have.*
- Know the key contact numbers for your intended location and do not hesitate to ask questions if you are in doubt.

#### 3. Missions/leave forms

- Staff going on leave or moving for mission to other District should fill the LEAVE FORMS prior to departures.
- Leave forms should be submitted according to your location by using the following address (copy same spelling & click on Check Names button) with chef d'Ilot in copy:
  - ✓ Abuja: &E-NG-EP-ABJ-LEAVE-FORM
  - ✓ Lagos: &E-NG-EP-LOS-LEAVE-FORM
  - ✓ Port Harcourt: &E-NG-EP-PHC-LEAVE-FORM
- Mission orders are mandatory for all missions (local / international). In-country contacts must fully brief their expected guests.
- New incomers in Nigeria: have to register with:
  - [julien.magnan@total.com](mailto:julien.magnan@total.com) (PHC), [boma.onipe@total.com](mailto:boma.onipe@total.com) (ABJ), [pascale.bothorel@total.com](mailto:pascale.bothorel@total.com) (LOS)

#### 4. Contact numbers (For further information, refer to the numbers below)

PORT-HARCOURT	
Security Coordination Room PHC	0 803 402 4084 / 0 803 906 2734
Nigeria Police	112
Security Manager Port Harcourt	0 703 409 0400
Security Consultant PHC	0 810 543 3316
Transit Security Coordinator	0 803 740 5342
Village Security Coordinator	0 803 402 4118
Medical	0 803 402 4100 / 0 803 906 2863
LAGOS	
Security Coordination Room LOS	0 703 400 8915 / 0 803 906 4444
Security Manager Lagos	0 805 599 8066
Head of Security Lagos	0 803 979 4208
Security Consultant Lagos	0 706 417 8951
Nigeria Police	767 / 112 / 0 806 515 4338 / 0 705 549 2708 / 0 705 535 0249
Medical	0 803 402 4112 / 0 703 409 0430
ABUJA	
Security Coordination Room Abuja	0 805 749 3329 / 0 706 416 9490
Security Manager Abuja	0 803 740 5343
Security Consultant Abuja	0 706 416 9470
Nigeria Police	0 806 158 1938 / 0 705 733 7653
Medical	0 706 406 0799 / 0 810 543 3340

## NIGERIA WEEKLY SECURITY MEASURES 17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14

Page  
2/8

### PORT- HARCOURT

#### 1.0 New information/Derogations received for the period

- **No change in Security measures**
- **Art Exhibition will hold at TOTAL Village from 17<sup>th</sup> October to 19<sup>th</sup> October 2014. Movement schedule is shown below**
- **Extra Movements:**
  - **17/10 – 19/10: Art Exhibition event at TOTAL Village. Mail to [julien.magnan@total.com](mailto:julien.magnan@total.com)**
    - 17/10: 18H30 Departure from Amadi Creek to Total village & Return after the event
    - 18/10: Use of circuit
    - 19/10: 16H30 Departure from Amadi Creek to Total village & Return after the event
  - **18/10: Evening outing: Mail to [daron.ferry@total.com](mailto:daron.ferry@total.com)**
    - 19H30 Departure from Amadi Creek to Bougainvillea

#### 2.0 Basic things to know/remember

- Non-nationals are not permitted to drive within the streets in Port-Harcourt
- Requests have to be raised for All movements outside TOTAL facilities (Refer to link on Security services in 6.0)
- Personnel in all accommodations must respect the rules, apply vigilance and safely lock away all personal belongings
- New arrivals must attend the Security induction at the Security office in TOTAL Village or Security office at PHC shuttle bay

#### 3.0 Movements within Port-Harcourt

- All movements must be effected using the company provided transport systems shuttles and vehicles
  - For movements to Contractor Sites in PHC, areas outside shuttle schedule – Raise a request using the Online security request system
  - Airports, Residences, shopping, sports – Refer to the shuttle schedule
  - Movements to/fro Rumuolumeni – See table below for movement times. Company Site rep must also be informed

Area	ETD	Departure point	Destination	Description	Days
PHC Office	07H30	PHC Shuttle Bay	TOTAL Office SCNL/AVEON	PHC – Rumuolumeni	Mon - Sat + PH
AVEON & SCNL	09H30	Front of TOTAL Office	PHC Shuttle Bay	Rumuolumeni - PHC	Mon - Sat + PH
PHC Office	13H30	PHC Shuttle Bay	TOTAL Office SCNL/AVEON	PHC – Rumuolumeni	Mon - Sat + PH
AVEON & SCNL	16H30	Front of TOTAL Office	PHC Shuttle Bay	Rumuolumeni - PHC	Mon - Sat + PH

#### 4.0 Security requests

- All extra movements outside the shuttle time table have to be requested using the On-line request form (see below) and approval obtained from the relevant Hierarchies and District Management. Refer to the On-line User manual for assistance in completing the form
- If you encounter any difficulties, call Security 08034024084, 08039062734

#### 5.0 Other Information

A gate exists between SHELL & TOTAL Village allowing residents to visit each other/use their club facilities. Opening times are

Opening Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	PH
07H45 - 23H59	✓	✓	✓	✓	✓	✓	✓	✓

#### 6.0 Forms (Hard copies are with the Security Co-ordinator) on the New Intranet as follows:

- **For leave forms.** Go to “DOCUMENTS AND FORMS” Scroll down till you will see **phc\_leave\_form**
- **For Shuttle Time table.** Go to “KEY DOCUMENTS” Scroll down till you will see **phc\_shuttle\_timetable**
- **For Escort requests.** Go to Common Tools Select “Security Escort System”

#### 7.0 Emergencies

- Do not panic
- If in a robbery situation or challenge by armed person, do not fight, yield the valuables they are asking for

**Contact Security - 08034024084 as soon as you can giving clear description of yourself and your location**

#### Space for notes/comments

## NIGERIA WEEKLY SECURITY MEASURES 17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14

Page  
3/8

### LAGOS

#### 1. New information/Derogation for the week

- You are recommended to avoid any kind of rally or manifestation.
- REMINDER: TARKWA BAY is strictly forbidden.
- Remain vigilant while moving more particularly at night.

#### 2. Basic things to know/remember

- Avoid late night movements especially during this period. Contact Security for any further clarification.
- New arrivals must attend security induction at the Security Co-ordinator's office

#### 3. Key security advise

- Strict use of ALLO TAXI (0 803 754 3071) with motorized escorts between 23H00 and 06H00 is required for night movement within VI and Ikoyi.
- Personnel in all accommodations must respect the rules, apply vigilance and safely lock away all personal belongings
- Minimize belongings you take with you when eating out or visiting. Beware of possible hold ups in traffic jams
- For movements before 23h00, it is strongly recommended for safety and security reasons to use the services of one's driver for personal car.
- Carry TETRA Radios in vehicle to monitor any broadcast.

#### 4. Visits to banks and Markets

- It is advisable to use the bank in our premises. If you need to use one outside the office, do so between 09H00 and 13H00
- Visits to Lekki, Balogun and Yaba markets are allowed. It is advisable to have a companion/apply normal vigilance

#### 5. Movements around Lagos

- Always have your Security Card with emergency numbers.
  - Walking home from the office in VI to either Ikoyi or Lekki is not authorized for non-nationals.
  - Obey all traffic rules in force and Do not give offer a ride/lift to anyone you do not know.
  - Use of bicycles/okadas/taxis/public minibuses/buses is not allowed. Only move with your own/assigned car/company vehicles
  - Ensure all your car doors are locked at all times while driving and make good use of your side mirrors
  - If you think you are being trailed by a car/motorbike, alter your route and/or try to reach soonest a safe place like the main office and inform the security coordination room.
- Movements request / escort: <http://aiss-app-vrs.ng.ep.corp.local/vrs/VehicleRequest.aspx> or contact Security Manager / Head of Security.
- Night movement in VI / Ikoyi (23h00 to 6h00): contact ALLO TAXI - 0 803 754 3071
- Movement Rules in Lagos: [http://tepng-web.ng.ep.corp.local/Documents/Lagos\\_movement\\_rules.pdf](http://tepng-web.ng.ep.corp.local/Documents/Lagos_movement_rules.pdf)

Area	Daytime	Night
Victoria Island, Ikoyi	Movement allowed	Strict use of Allo Taxi with escorts is mandatory for VI, IKOYI from 23H00 to 06H00 and for all arrivals after 23H00 from KNORR house
	Eastern limit for free movement is Chevron (7 <sup>th</sup> Roundabout after Shop Rite)	
Lagos mainland, Balogun, Yaba	Escort required for this area and for Balogun market visit. <i>The armed MOPOL/OPG will not accompany you inside the Balogun market</i>	Not allowed
Outside Lagos	Movement not allowed except with authorization from DMD - DW	Not allowed

#### 6. Forms (Hard copies can be collected from the Security Co-ordinator) ) on the New Intranet as follows:

- For leave forms:** Select "DOCUMENT AND FORMS", Scroll down till you will see **LOS\_ leave\_ form**
- For Lagos Map:** Select "DOCUMENT AND FORMS", Scroll down till you see **Lagos movement rules**

#### 7. Emergencies

- Do not panic. If in a robbery situation, do not argue with the robbers or try to run, yield any valuables you are asked.
- Contact Security as soon as you can [GSM 0 703 400 8915 / 0 803 906 4444; Office 4444; Tetra 34444]

Space for comments/personal notes

## NIGERIA WEEKLY SECURITY MEASURES

17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14

Page  
4/8

### ABUJA

#### 1. New information/Derogation for the week

- Total Staff to be particularly vigilant around churches, mosques, and other places of worship; locations where large crowds may gather; hotels; markets; malls; and other areas frequented by expatriates and foreign travelers.
- Avoid WUSE I and II area
- Avoid shopping during busy period and rush hour. If possible, use smaller shopping centers or shop at larger malls on weekdays or off peak hours.
- Avoid day movement in populated Area
- Promote places where security is present
- Put on your GSM 24H/24H

**Info/ Issue : 18/10/14 – TAN rally for support of President Jonathan re-election at Eagle square, Abuja. Staff are to avoid this area on the mentioned date from 9:00 am**

#### 2. Basic things to know/remember

- Verify areas that are authorized to be visited before setting out.
- New arrivals must attend security induction at the Security Consultant's office.

#### 3. Key security advise

- Personnel in all accommodations must respect the rules, apply vigilance and safely lock away all personal belongings.
- Minimize belongings you take with you when eating out, do not resist assailants and give away your valuables without a fight.
- Beware of possible hold ups in traffic jams: if attacked, stay in your car, do not run away, and give away your valuables without a fight.
- Be particularly careful when circulating at night and do not stay out late.

#### 4. Visits to banks and Markets

- Be prudent while visiting banks.
- Visits to markets may be authorized but verify approved areas exercise caution while getting around and have someone accompany you.

#### 5. Movements around Abuja

- Obey all traffic rules and security guidelines in force.
- Use of bicycles/okadas/taxis/public minibuses/buses is not allowed. Only move with your own/assigned car/company vehicles.
- Do not give offer a ride/lift to anyone you do not know.
- Ensure all your car doors are locked at all times while driving and make good use of your side mirrors.
- If you think/feel you are being trailed by a car or motorbike, alter your route and/or try to reach soonest a safe place like the main office and inform the security coordination room.
- Always have your Security Card with emergency numbers.

Zone	07H00 – 23H00	23H00 – 07H00
ZONE ALPHA (Yellow)	Movement Allowed	Not Allowed
ZONE BRAVO (Orange)	Not Allowed	Not Allowed
ZONE CHARLIE ( 45km radius from TOTAL house)	Not Allowed	Not Allowed
OUTSIDE ZONE C	Not Allowed	Not Allowed

#### 6. Movements outside Abuja

- All movements outside Abuja must be approved by the Executive Director HR/CA.
- Send your requests (via mail) and copy MD, Bade BAKARE and Andrew MARK/ Antony CANTATORE.
- If trip is approved, complete the form below and send to Bade BAKARE, Maxim SIDANI and Andrew MARK/Antony CANTATORE.

#### 7. Forms (Hard copies are available with the security team) on the New Intranet as follows:

- For Leave form, Select "DOCUMENT AND FORMS, Scroll down till you will see **Abj\_leave\_form**
- For Abuja Map, Select "DOCUMENT AND FORMS", Scroll down till you will see **Abuja Map**

#### 8. Emergencies

- Do not panic. If in a robbery situation, do not argue with the robbers, yield any valuables you are asked.
- Contact Security as soon as you can [GSM 0 805 749 3329 / 0 706 416 9490; Office – 7277 / 7288].\*

Space for comments/personal notes

**NIGERIA WEEKLY SECURITY MEASURES****17<sup>th</sup> – 24<sup>th</sup> October 2014**

Rev.00

Issue date  
17-Oct-14Page  
5/8**OML 58****1. New information/Derogation for the week**

- Site specific information can be obtained from the OIM.
- Staffs travelling on International flights are reminded to send information to PTS to enable proper updates and planning.

**2. Basic things to know/remember**

- Visits to bars and restaurants are not allowed
- TOTAL field personnel assigned to OML58 are lodged in company approved accommodation. Private accommodation is not allowed.
- TOTAL has a community relations/SD entity to manage such issues. All staff have to refer any related issued to this entity
- While on Site, the OIM has to approve any changes to the rules and Staff are strongly advised to seek clarifications if in doubt.
- Shuttle schedule, escort form & leave forms are now available on the Intranet. (refer to PHC section) Hard copies can be collected from the Security Co-ordinator
- OML58 Security inductions are available on site

**3. Movements to and from OML58**

- All movements to OML58 will be effected with company provided transport. Bookings are done via the passenger booking system (PTS)
- A shuttle service exists as shown below

Direction	Time	Comments
PHC office to OML58	07H30	No stopoing until arrival at OML58
OML58 to PHC office	15H00	Stop-over at the Airport based on request

- Stop over at the International Airport when indicated on PTS or with OIM OML 58 approval
- For movements outside the shuttle schedule, approval have to be obtained from the EGM JV Onshore
- Personnel accommodated in PHC will join the company shuttles to return to their accommodation/hotel

**4. Movements within OML58**

- Movements restricted to only essential operational movements.
- No other personnel movement authorized outside convoy movement.
- In OML58, movement authorized without escort only inside Obagi & Obite GRA's. All other movements are with shuttle and armed motorized escort.
- Material movement by road authorized only after formal approval of **EGM JV**.

**5. Emergencies**

- Do not panic
- Refer to Site Security measures
- Contact Security as soon as possible [GSM 0 803 761 0345; 0 807 017 8096]

Space for comments/personal notes:

## NIGERIA WEEKLY SECURITY MEASURES 17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14

Page  
6/8

### ONNE

#### 1. New information/Derogation for the week

- Security measures are reviewed and enforced by the Security and Site Manager.

#### 2. Basic things to know/remember

- Personnel visiting Onne are advised to inform the Site Manager prior to arrival
- Visits to bars and restaurants outside the Prodeco camp are not allowed
- TOTAL personnel assigned to Onne who are lodged in company approved accommodation must respect camp rules.
- Please acquaint yourself on arrival to ensure you are registered in the Onne POB
- Security measures are reviewed periodically and are enforced by the Onne Site manager. Do not hesitate to ask if in doubt.

#### 3. Movements within ONNE

- Movements by TOTAL personnel between Prodeco Camp, FLT and FOT **only** are with company assigned functional vehicles/shuttle bus.
- During these movements, there shall be no stoppage between FOT - FLT - Prodeco Camp.
- No movement at night.**
- Movements outside this perimeter (FOT - Prodeco Camp - FLT) shall be under armed escort.
- These measures are to be fully implemented: derogation only with Site Manager's approval and a provision of a proper escort.

#### 4. Movements from PHC to/from ONNE

A Shuttle bus with escort vehicles exists for movements between PHC and Onne as per table below:

Area	ETD	Departure point	Destination	Description	Days
PHC Office	06H30	PHC Shuttle Bay	Onne FLT Site	PHC - Onne Shuttle	Mon - Fri + PH
Prodeco Camp	06H45	Prodeco G+5 Apartments	Onne FLT Site	Prodeco - Office Shuttle	Mon - Sun + PH
Onne FLT Site	08H30	Main Office Car Park	PHC Shuttle Bay	Onne - PHC Shuttle	Mon - Fri
PHC Office	10H30	PHC Shuttle Bay	Onne FLT Site	PHC - Onne Shuttle	Mon - Fri
Onne FLT Site	13H30	Main Office Car Park	Village / PHC Shuttle Bay	Airport Transit	Mon - Sat + PH
PHC Office	*16H00	PHC Shuttle Bay	Onne FLT Site	PHC - Onne Shuttle	Mon - Sat + PH
Onne FLT Site	16H40	Main Office Car Park	PHC Shuttle Bay	Onne - PHC Shuttle	Mon - Fri
Onne FLT Site	18H00	Main Office Car Park	Prodeco Camp	Prodeco - Office Shuttle	Mon - Sun + PH

#### Week Ends

PHC Office	07h00	PHC Shuttle Bay	Onne FLT Site	PHC – Onne Shuttle	Sat ONLY
------------	-------	-----------------	---------------	--------------------	----------

**\*Note: The 16H00 Shuttle will operate based on advance booking made to the PHC Shuttle assistant before 12noon of the preceding date of travel. On sanitation days, the PHC-Onne shuttle will depart PHC @ 06h30. Movements not affected by the changes remain as existing.**

- For movements outside the shuttle schedule, approval have to be obtained from the DMD-PHC (See PHC security request)
- Personnel accommodated in PHC will join the company shuttles to return to their accommodation/hotels
- Passengers for international flights will join the shuttle from FLT MAIN BASE office in Onne at 13H30 to PHC.
- On sanitation days, PHC to Onne shuttle will depart by 11H00
- See PHC file for the shuttle movement to Intl Airport.

#### 5. Emergencies

- In case of emergencies, do not panic.
- Contact the Security as possible [GSM - 08039794206; 08039799819; 07034008913; 08055998036].
- 08034024098 - Onne Site Security Manager.
- 07064111919 - Onne Site Manager.
- 08039794206 - MOC Consultant.
- 08055998035 - Onne Site Security Co-coordinator.

Space for comments/personal notes:

## NIGERIA WEEKLY SECURITY MEASURES 17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14

Page  
7/8

### OFFSHORE

#### 1. New information/Derogation for the week

- Site specific information can be obtained from the OIM.

#### 2. Basic things to know/remember

- There is a current restriction on personnel crew change along Bonny River
- On each TOTAL offshore location, specific rules exist and are enforced by the OIM. All are advised to respect these rules
- Ask questions if in doubt as violation of security rules could lead to immediate removal from the site
- Shuttle schedule, escort form & leave forms are now available on the Intranet. Hard copies can be collected from the Security Co-ordinator

#### 3. Vessel movements

- Personnel who are in charge of vessel movements should check with MOC for the Updated Sailing Instructions
- Anti piracy vigilance must be exercised at all times.
- TOTAL vessels have night time interdiction to move within the river. All vessels must be in Onne port or after the Fairway buoy by 16:00hrs.
- Sailing instructions for offshore on the bonny river are to be applied. Staff in charge of relations with Total contractors operating vessels shall ensure bridge card nbr 1 and 2 are known and applied (refer to MOC).
- Security vessels bunkering will now carried out at Onne
- Derogations to the above must be approved by management.

#### 4. Passenger Movements to and from Offshore sites

- Helicopter bookings are done via the passenger booking system (PTS)
- Passengers are advised to ensure that their offshore travel permits are valid
- Do not transport or carry prohibited items in the helicopter

##### From PHC

- TOTAL helicopter crew change flights are operated from NAF Base in Port-Harcourt.
- Please contact **EP-NG-OPE TECH-OPS-LOG/SERVICE/NG/EP/Corp** for the helicopter timetables.
- There is a shuttle service from office to NAF Base and limited service from TOTAL village to NAF Base (*consult the PHC time table*)
- On arrival at NAFBASE from offshore, liaise with Helicopter supervisors [GSM 08034024125 - Ext: 2319 / 2560]
- Rotationals transiting to International Airport will be picked **up at NAF Base by Intl Airport shuttle at 16:45.**

##### For Lagos

- Normal Crew change flights operate from NAF base, Port-Harcourt. Passengers should contact Deepwater Logistics for information
- Day visitors who wish to travel to Deepwater fields can use the direct flight from the Caverton terminal in Victoria Island
- Non-nationals are reminded to have their documents as Immigration officers check these at the Caverton terminal.
- Please contact **EP-NG-DEEPWATER TECHLOG-TRAVEL/SERVICE/NG/EP/Corp** for the helicopter schedule

#### 5. Emergencies

- If on Offshore site, - Refer to applicable measures on site; If in Onne - Call 0 803 979 9813; 0 803 979 4206; 0 703 400 8913
- if in Lagos - call Security 0 703 400 8915; 0 803 906 4444 If in PHC - call 0 803 402 4084; 0 803 906 2734

Space for comments/personal notes:

## NIGERIA WEEKLY SECURITY MEASURES 17<sup>th</sup> – 24<sup>th</sup> October 2014

Rev.00

Issue date  
17-Oct-14Page  
8/8

### WARRI

#### 1. New information/Derogation for the week

- All missions for visits to Contractor yards have to be approved via a Mission order and derogation obtained from DMD – PHC district.

#### 2. Basic things to know/remember

- Non-nationals are not authorized to drive in Warri and Visits to bars and restaurants are not allowed
- TOTAL personnel assigned to Warri site are lodged in company approved accommodation. Private accommodation is not allowed.
- Non-nationals who intend to visit Warri should have their passport, Visa, Temporary Work Permit (TWP) or CERPAC card. These documents are checked by Immigration officers at the airport and non-possession could lead to delays and/or denial of entry.

#### 3. Movements within Warri

- All movements of TOTAL personnel shall be with armed motorized escort vehicles
- All movements shall be between 06H30 and 18H30
- During these movements, there shall be no stoppage between accommodation and the Yard.
- **Night movements are forbidden and** Escort / Convoy regulations are to be strictly adhered to.

#### 4. Other Information

Missions to Warri will be governed by Mission order and approvals by Management

#### 5. Emergencies

- Do not panic
- Refer to Site Security measures
- Contact TOTAL site rep on the site you are visiting

Space for comments/personal notes: